

SPECIAL EVENT SWPPP TEMPLATE

On January 24, 2007, the City of Carlsbad was issued a Municipal Storm Water Permit by the California Regional Water Quality Control Board. The Municipal Permit requires the City to prevent the potential for storm water pollution during Special Event planning process. The City requires event organizers/sponsors to implement Best Management Practices (BMPs). BMP's are structures, procedures, and practices that help prevent pollutants from entering our storm drains. BMPs assure that trash, litter and other pollutants generated by Special Events do not impact our waterways.

Depending on the size, location, number of participants, and other relevant factors, you have been required to develop a Storm Water Pollution Prevention Plan (SWPPP) for your Special Event. The SWPPP is intended to help demonstrate that appropriate measures are being actively taken before, during, and after the event to reduce and/or prevent pollutants from leaving the event venue. The SWPPP must be approved by the City prior to Special Event Permit issuance. Special event organizers can submit SWPPP in an alternative format as long as it includes the required information.

Major Event (greater than 1,000 attendees)

As defined by the Carlsbad Municipal Code (CMC) a major event is any special event that requires a traffic control plan for three or more intersections of any street or requires a traffic control plan for a secondary arterial, major arterial or a prime arterial. All major event organizers are required to develop, implement, and retain a event/venue-specific SWPPP that includes a site map, best management practices (BMPs), a description of how staff, vendor, and participants will be trained on storm water pollution prevention, and a in some cases a recycling plan. In addition to using this template, make sure the SWPPP complies with the requirements of the RWQCB and City guidelines.

Minor Event (less than 1,000 attendees)

As defined by the CMC, a minor event is any special event that does not require a traffic control plan or that requires a traffic control plan for two or fewer intersections and does not involve a secondary arterial, major arterial or a prime arterial. Some minor event organizers may be required to develop a SWPPP if the City determines the event activities have the potential to cause or contribute to storm water pollution. The SWPPP must minimally include the implementation of best management practices BMP and a description of how staff, vendor, and participants will be trained on storm water pollution prevention.

How to Use This SWPPP Template

- **DO NOT CUT AND PASTE.** Descriptive language (***bold, italics, and highlighted***) in this template meant to be directional and informative and not included in the final SWPPP.
- **READ THE TEMPLATE.** Make sure you understand the template before using it to develop an event/venue specific SWPPP.
- **ONLY INCLUDE RELEVANT INFORMATION.** This template can be used by major and minor event organizers. Some of the information may not be relevant to activities that occur onsite.

- **KNOW WHAT KIND OF SWPPP YOU ARE PREPARING.** The term SWPPP is also used by the to describe a plan that covers pollution prevention efforts during the construction phase of a project. This template only covers activities that will occur before, during, and after a special event.
- **ONLY INCLUDE BMPs THAT WILL BE IMPLEMENTED.** Do not include a comprehensive list of BMPs that will be difficult or impracticable to implement. Only include BMPs that are reasonable and feasible.
- **KNOW YOUR SITE AND STAFF.** Conduct a site evaluation prior to developing the SWPPP. Make sure staff are knowledgeable and able to implement the SWPPP.

**FOR MORE INFORMATION ABOUT SWPPP DEVELOPMENT AND/OR
IMPLEMENTATION PLEASE CONTACT CMI-STORM WATER COMPLAINT AT
760-602-2780 x7111**

***THIS IS ONLY A TEMPLATE
DO NOT FILL OUT AND RETURN***

GENERAL EVENT/VENUE INFORMATION

Name of Event: _____

Event Location: _____

Address (ff applicable): _____

Event Organizer: _____

Contact Name: _____

Title: _____

Mailing Address: _____

Telephone: _____ **Cell Phone:** _____

Number of Storm Water Outfalls: _____ **Receiving Waters:** _____

Emergency Contact (preferably on-site):

Name: _____

Telephone: _____

Storm Water Pollution Prevention Plan for [INSERT EVENT NAME AND LOCATION]

1.0 OVERVIEW

This storm water pollution prevention plan (SWPPP) covers the operations for the **INSERT EVENT NAME**. It has been developed as required by City of Carlsbad and in accordance with best management practices. This SWPPP describes this event and its operations, identifies potential sources of storm water pollution at the event, and recommends appropriate best management practices (BMPs) to reduce the discharge of pollutants in storm water runoff.

INCLUDE A BRIEF DESCRIPTION OF THE EVENT AND ACTIVITIES THAT WILL OCCUR ONSITE.

2.0 STORM WATER POLLUTION PREVENTION TEAM

The storm water pollution prevention team is responsible for developing and implementing this SWPPP. The members of the team are familiar with the management and operations of **INSERT EVENT NAME**. The member(s) of the team and their responsibilities (*i.e. implementing, maintaining, record keeping, submitting reports, conducting inspections, training, signing the required certifications*) are as follows:

Primary Contact: _____
Title: _____
Phone: _____ **Cell:** _____
Responsibility: _____

Secondary Contact: _____
Title: _____
Phone: _____ **Cell:** _____
Responsibility: _____

Clean Up Crew Leader: _____
Title: _____
Phone: _____ **Cell:** _____
Responsibility: _____

3.0 POTENTIAL SOURCES OF POLLUTANTS

3.1 Site Plan

Present a site map (this information can also be included in the site plan) of the event showing the following features:

- ☐ An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area.
- ☐ Location of portable, prefabricated, or site built structures, staging, platforms, bleachers, grandstands, bridges, tents, canopies, and booths
- ☐ The location of all portable toilets, trash and recycling containers, and dumpsters.
- ☐ Location of all storm drain inlets, including curb inlets, grates, and other discharge points. In addition, include all locations of storm drain protection devices and/or run-off containment features.
- ☐ A detail of the food and/or cooking area and location of spill kits.
- ☐ Fuel storage and/or generator locations and/or source of electricity.
- ☐ Placement of vehicles and/or trailers.
- ☐ Show details of any inflatable rides, carnival or mechanical rides, and animals or animal rides.
- ☐ The name and location of receiving waters; and
- ☐ The location of activities and materials that have the potential to contribute to pollution must be depicted on the site map.

3.2 Inventory of Potential Sources of Pollution

The following have been identified as potential sources of stormwater contamination.

After you have identified the potential pollution sources onsite, provide a brief description of each source. Some example pollutant sources have been listed below. Include the ways in which these materials might be exposed to the storm water runoff.

- | | |
|---|--|
| <input type="checkbox"/> Outdoor storage/staging areas | <input type="checkbox"/> Pet and animal waste |
| <input type="checkbox"/> Food Concession and Preparation | <input type="checkbox"/> Water attractions or rides |
| <input type="checkbox"/> Eating and Picnic Areas | <input type="checkbox"/> Mechanical equipment and/or rides |
| <input type="checkbox"/> Trash and recycling areas | <input type="checkbox"/> Vehicle and/or equipment leaks |
| <input type="checkbox"/> Portable Restroom Areas | <input type="checkbox"/> Any other areas or activities that have the potential to contribute to storm water pollution. |
| <input type="checkbox"/> Event Activities (please be specific); | |

4.0 OTHER PLANS INCORPORATED BY REFERENCE

The following plan(s) is/are incorporated into the SWPPP by reference. *Examples include: Conditional Use Permits, Special Use Permits, Traffic Control Plan, Special Events Application Site Plan, Emergency and Spill Plans, NPDES Permits, Occupational Safety and Health Administration (OSHA) Emergency Action Plan (29 CFR 1910), Preventative Maintenance Plan, etc.*

5.0 BEST MANAGEMENT PRACTICES

5.1 Timeline

Time BMPs will be installed: _____

Frequency of Inspection: _____

Time BMPs will be removed: _____

Once potential and existing sources of storm water pollution have been identified, the next step is to select proper BMPs to eliminate or reduce pollutants and to prevent storm water from becoming contaminated. These may include processes, procedures, and structural controls to prevent contamination by stressing the importance of storm water management and employee awareness of potential pollutant sources. BMPs can be structural and nonstructural and are often the decisive factor in determining the effectiveness of improving storm water quality. The most commonly BMPs for special events are non-structural. Non-structural BMPs generally consist of prohibitions and/or procedures of activities that prevent pollutants associated with special event activities from having contact with storm water runoff. They are mostly considered low technology, cost effective measures. The successful implementation of this SWPPP includes reviewing, generating, and incorporating BMPs completely and accurately to receive the maximum benefit. This template includes a selection of sample BMPs. Please choose the ones most appropriate for the event, delete those that will not be use, and add site specific BMPs that are not included in this template

The following best management practices BMPs, will be implemented to reduce the amount of pollutants in storm water discharged from **INSERT EVENT NAME**:

- ☐ **Good Housekeeping:** Good housekeeping practices are designed to maintain a clean and orderly venue. This will reduce the potential for significant materials or equipment to encounter storm water and should reduce safety hazards to event personnel. The following good housekeeping BMPs will be implemented in an effort to prevent pollutants from entering storm water discharges:
 1. Keep site free of litter and debris. Place trash cans and recycling receptacles around venue the site to minimize litter.
 2. Frequently inspect BMPs to ensure they are performed as required.
 3. Trash and recycling receptacles will be frequently checked and emptied.
 4. Keep heavy equipment in good working condition. Inspect frequently for leaks and repair as needed. Perform major equipment repairs away from the storage area.

5. Dry sweep paved surfaces. Cleanup materials such as brooms, shovels, dustpans, and sweepers must be available throughout the event.
6. Paved areas should be swept weekly for collection and disposal of loose solid materials, and not hosed into a storm drain or conveyance ditch.
7. Distribute information on good housekeeping practices during employee training sessions and discuss at employee meetings.
8. The streets will be swept after the event.
9. Announce pollution prevention PSA's during the event.

❑ **Preventative Maintenance:** *(Preventive maintenance/measures are controls that are intended to prevent the exposure of storm water to pollution. Examples: signs and labels, safety posts, fences, a security system, covering areas of concern, etc.):* Preventive maintenance BMPs include:

1. Expand the current preventive maintenance program to include storm water considerations.
2. Locate and protect storm drains onsite with berms or filters during rainy weather periods.
3. Gutters, storm drains, catch basins, and other storm drainage features should be regularly inspected and cleaned so that pollutants do not accumulate.
4. Label storm drains to remind staff, vendors, and participants that discharge to these drains flows directly to our waterways.
5. Place materials on pallets, when possible, to avoid contact with storm water run-on and run-off.

❑ **Spill Response:** *Spills and leaks are the largest source of storm water pollution. Equipment and procedures necessary for cleaning up spills and preventing pollutants from being discharged will be identified.* Spill response BMPs include:

1. Keep rags, damp mops, and absorbents readily accessible. Dispose of waste properly.
2. Never hose down pavement or impervious surfaces where fluids have spilled. Use dry cleanup methods, whenever possible. Clean up spills on dirt areas by digging up and properly disposing of contaminated soil.
3. Report significant spills to the Storm Water Protection Program at 760-602-2799 and/or the appropriate spill response agencies immediately.
4. Train employees and vendors to routinely check for leaks and spills.

❑ **Training and Awareness:** *Pollution prevention education eliminates or reduces the management of polluted storm water runoff. To achieve successful implementation of the SWPPP cooperation, staff training, public communication, and outreach needs to be implemented. Employee training should be a major component in ensuring the success of the special event SWPPP. The more knowledgeable staff, vendors, participants are about the event's SWPPP and what is expected of them, the greater the chance that the plan will be successful* Training will target staff, vendors, participants, and spectators, when possible.

Training and awareness BMPs include:

1. Staff, vendors, and participants should be informed about the new storm water requirements, their responsibilities, and how event activities could potentially contribute to storm water pollution.
2. Make storm water pollution prevention and BMP information is available. Training may consist of informal meetings, formal classroom training, or self-guided training activities. Training must be documented by the event organizer.
3. Employee training, at a minimum, will include:

- a. SWPPP requirements;
 - b. Spill response and reporting;
 - c. Good Housekeeping;
 - d. BMP's and
 - e. Waste handling and storage procedures.
- ❑ **Waste Handling and Recycling:** Trash and debris that enters the storm drain system eventually end up polluting beaches and waterways. Trash not only pollutes water and harms marine life, it can clog storm drains that results in floods during rainy weather. Waste handling and recycling BMPs include:
1. Cover and maintain dumpsters and check frequently for leaks. Lids must be kept closed at all times. This is especially important for dumpsters, as birds can pick out garbage and drop it, promoting rodent, health and storm water problems. If lids cannot be provided for the waste containers or they cannot otherwise be covered, designate a waste storage area and provided secondary containment.
 2. Never clean out a dumpster by hosing it down. When cleaning the containers, all rinse water from cleaning must be disposed of to a sanitary sewer or septic system.
 3. Dispose of all wastes and debris properly. Materials and debris that cannot be recycled must be taken to an appropriate landfill or disposed of as hazardous waste. Never bury waste materials or leave them in the street or near a creek or streambed.
 4. Staff must be trained to frequently check waste storage for leaks and to ensure that dumpster lids are on tightly.
 5. The waste storage area must be swept or otherwise cleaned frequently to collect all loose solids for proper disposal. Do not use a water hose to collect or clean solids.
 6. If the amount of waste accumulated appears to frequently exceed the capacity of the dumpster, then another container should be obtained and utilized.
- ❑ **Inspections:** Event organizers will conduct inspections throughout the event to determine if the storm water pollution prevention controls are being effectively and properly implemented. Specific BMPs that are not working as intended or properly implemented will be noted and brought to the attention of the appropriate maintenance staff. If problems are found during the inspection, event staff will determine whether operation and maintenance activities require modifications in order to comply with the SWPPP or if the BMPs need to be revised.

6.0 SPECIAL EVENT SITE COMPLIANCE INSPECTION

The City of Carlsbad's CMI-Storm Water Compliance program will conduct a storm water inspection to evaluate the effectiveness of the SWPPP. The inspection will verify that the site drainage conditions and potential pollution sources identified in the SWPPP remain accurate, and that the best management practices prescribed are being implemented, properly operated and adequately maintained. Information reported shall include the inspection date, inspection personnel, scope of the inspection, major observations, and necessary corrective actions.

6.0 CERTIFICATION OF THE SWPPP

"I certify that this document and attachments were prepared under my direction or supervision to assure that qualified personnel properly gather and evaluate the information contained in the plan. The information contained in this document is, to the best of my knowledge and belief, true,

accurate and complete. I am aware that there are significant penalties for providing false information, including the possibility of fines and other enforcement actions. In addition, I certify that, based upon inquiry of persons directly under my supervision, to the best of my knowledge and belief, the provisions of this document adhere to the provisions of the City of Carlsbad for the development and implementation of a Storm Water Pollution Prevention Plan and that the plan will be complied with."

(Signature of Plan Preparer)

(Printed Name)

(Date)

(Signature of Authorized Representative)

(Date)

(Printed Name)

(Title)